

PROCEEDINGS OF THE GREEN BAY WATER COMMISSION

Meeting of the Water Commission held at 8:30 a.m., Monday, January 11, 2016 at the Water Utility office.

Present: James F. Blumreich, Kathryn Hasselblad-Pascale, Leon R. Engler, John C. Heugel, Douglas J. Martin, Nanette M. Nelson. Also present: General Manager Quirk, Comptroller Mueller, Engineering Services Manager Powell, Water Commission Attorney Vande Castle, and Recording Secretary Smith.

Absent: Lisa Bauer-Lotto (excused), Alderman Sladek (excused)

Action items

1. The meeting was called to order by President Blumreich. A motion was made by Hasselblad-Pascale, seconded by Nelson, and unanimously carried to approve the Water Commission Meeting minutes of December 14, 2015.
2. Engineering Services Manager Powell stated staff recommends approving the final payment to Faith Technologies for work completed on the "Filter Plant and Grandview Booster Station Generator Improvements Project."

A motion was made by Nelson, seconded by Engler, and unanimously carried to approve the final payment to Faith Technologies Inc. for the "Filter Plant and Grandview Booster Station Generator Improvements" project, pending the submittal of all the proper paper work.

Martin arrived at 8:35 am.

3. A motion was made by Heugel, seconded by Hasselblad-Pascale, and unanimously carried to accept the Cybersecurity Assessment Final Report as presented by Greeley and Hansen.

A motion was made by Heugel, seconded by Hasselblad-Pascale, and unanimously carried to approve the General Manager's recommendation that the Utility implement the Cybersecurity Assessment Final Report recommendations as stated in the report.

4. Comptroller Mueller reviewed the 2016-2020 Capital Improvement Plan. A motion was made by Martin, seconded by Nelson, and unanimously carried to approve the 2016-2020 Capital Improvement Plan.
5. Comptroller Mueller gave a brief overview of the 2016 budget. Hasselblad-Pascale and Martin stated that they had participated in the Budget Ad-Hoc Committee meeting where they had gone over every line item with Comptroller Mueller and General Manager Quirk, and that they had found the budget to be satisfactory. A motion was made by Hasselblad-Pascale, seconded by Martin, and unanimously carried to approve the 2016 budget.

Information Items

6. The Commissioners reviewed the financial report. Comptroller Mueller presented the Green Bay Water Utility financial statements as of November 30, 2015. He stated that he is preparing the end of the year financials for the auditors.
7. General Manager Quirk presented her report to the Water Commission:

The biannual lead press release was sent out at the end of December to fulfill the Utility's public education requirement to the DNR.

General Manager Quirk and Water Quality Manager Hardwick met with Brown County Health to discuss lead in drinking water. They spoke with both the nurse in charge of cases of blood with alert-level lead and the investigator into those cases. Only one child had a high level, and this was being investigated.

General Manager Quirk will be working with Public Relations Consultant Susan Frost to reach out to affected neighborhood associations in regards to lead education.

General Manager Quirk and Public Relations Consultant Susan Frost met with professors in the Science Department at the University of Wisconsin-Green Bay. They are interested in working collaboratively with the Utility on programs.

Carlson Dettman will be working with the Utility to train the managers on how to properly evaluate employees for performance pay.

The DNR has requested that the directors of the largest three utilities participate in a resiliency workshop in conjunction with the WI Emergency Management and Department of Homeland Security on January 29th in Madison.

New employees Alison Heuvelmans (Front Office) and Tim Metzler (Distribution) began work on January 11th.

There will be a meeting to kick off the Master Plan with AECOM January 11th.

There will be an upgrade to the phone system this year. The upgrade will give each employee who uses a phone their own phone number. The upgrade will include reporting software. It also creates redundancy in the phone system, which will greatly improve recovery time if needed.

General Manager Quirk will soon begin working with CH2M on the Strategic Plan for the Utility.

General Manager Quirk and Water Commission Attorney Vande Castle discussed a claim against the Utility.

General Manager Quirk handed out a list of the Utility's accomplishments in 2015.

General Manager Quirk stated that she will be attending an AWWA Board meeting in San Diego January 12-15th.

A confidential Performance Evaluation for General Manager Quirk was handed out to each Commissioner. General Manager Quirk had filled out the self-assessment portion of the evaluation and the Commissioners were asked to provide their own evaluation of her. The Commissioners were instructed to bring the completed evaluation to the February Water Commission meeting. At that time, the Commissioners will discuss the performance evaluations in closed session.

It was also discussed that the election of officers for the Commission would ensue at the February Water Commission meeting and if they had any nominations, they should contact General Manager Quirk before the next meeting.

8. President Blumreich declared the meeting adjourned at 9:35 a.m.

Respectfully submitted,

Leon R. Engler, Secretary